

17 MAY 1999

Personnel

ALLOCATION OF CADET TIME

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 34 LS/LGPC (Ms Phyllis Cole-Williams)
Supersedes USAFAI 36-180, 7 October 1996

Certified by: 34 SPTG (Col Sarah Gella)
Pages: 22
Distribution: F

This instruction implements AFPD 36-20, *Accession of Air Force Military Personnel*, and prescribes procedures for the allocation of cadet time. It establishes the sources of authority for determining the specific uses of cadet time and for granting excusals from approved duties, activities, or events. It establishes eligibility requirements for excusals and the limitations on the amount of academic classes from which cadets may be excused. It includes a list of priorities that determines precedence when conflicts occur. Any USAF Academy agency requesting cadet time will comply with the authorizations, precedences, eligibility requirements, and procedures contained in this instruction. See [Attachment 1](#) for a glossary of abbreviations and acronyms and terms.

SUMMARY OF REVISIONS

Changes procedures to be followed for the Grassroots Program (paragraph [1.4.15](#)); changes procedures for Physiological Training (paragraph [3.1](#)); defines primary and secondary seasons for intercollegiate sports (paragraph [1.6](#)); incorporates the revised Schedule of Calls approved Sep 98; deletes all references to T-3 and chargeable and nonchargeable absences. An (I) indicates revisions from the previous edition.

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Chapter 1

CADET EXCUSALS

1.1. Who Has the Authority to Excuse Cadets:

1.1.1. Cadets must attend all scheduled formations and accomplish all duties unless excused by the proper authority. While the major mission elements (34th Training Wing (34 TRW), Dean of the Faculty (HQ USAFA/DF), and Director of Athletics (HQ USAFA/AH) have authority to excuse cadets from scheduled activities within their respective areas, the USAF Academy Scheduling Committee, a standing committee of the Academy Board, is the central coordinating activity for the allocation of cadet time. The Superintendent and the Academy Board have overall authority for allocation of cadet time.

1.1.2. The USAFA Scheduling Committee acts as a clearinghouse for cadet excusals involving loss of scheduled academic, military, athletic, and discretionary time, and for all organized cadet activities with the exception of passes and liberties authorized in Air Force Cadet Wing Instructions (AFCWI). The USAFA Scheduling Committee should be notified as soon as possible when planning a major event that requires cadet participation. The USAFA Scheduling Committee convenes every Tuesday during the fall and spring academic semesters to review requests for cadet excusals and activities schedules. The voting members of the USAFA Scheduling Committee are HQ USAFA/DF, HQ USAFA/AH, 34th Training Group (34 TRG), and 34th Operations Group (34 OG). Since these individuals represent their Commanders, coordination can be accomplished and recommendations made immediately, eliminating the need for individuals to coordinate with each mission element. Requests for excusals are made to the USAFA Scheduling Committee via USAFA Form 17, **Request for Scheduling Committee Action**. The membership, primary duties, and general operating procedures of the USAFA Scheduling Committee are prescribed in USAFAI 36-173, *Organization of the USAF Academy Program for Air Force Cadets*. The committee serves as the final coordinating agency for all annual, semester, special, and supplemental schedules (including the semester calendars and the Cadet Wing Schedule of Calls) presented to the Academy Board for approval.

1.1.3. Excusals during summer periods (day of graduation to first day of transition week) will be submitted on a USAFA Form 17, through the individual program manager to the Cadet Scheduling Office (34 LS/LGPC). 34 LS/LGPC will conduct a phone vote to coordinate requests through the following agencies:

1.1.3.1. The Office of the Registrar (HQ USAFA/DFR) approves or disapproves any request for excusal from summer academic sessions.

1.1.3.2. The Commander, 34 TRG; and Commander, 34 OG, approve or disapprove requests for excusals from scheduled summer activities under their control to include permission to depart the Academy reservation.

1.2. Attendance and Excusal from Scheduled Duty:

1.2.1. The following are directive upon cadets:

1.2.1.1. The Cadet Wing Schedule of Calls.

1.2.1.2. The Cadet Wing Weekly Schedule.

1.2.1.3. The Cadet Academic Schedule.

1.2.1.4. Supplementary and special schedules (i.e., letters of instruction, appointment memorandums, USAFA plans, etc).

1.2.2. In the event of conflicts in duties or appointments, cadets will follow the order of precedence listed in [Attachment 2](#). When conflicts exist, cadets attend the appointment or duty of highest precedence and notify all other agencies or officials that the lower precedence appointment or duty will be missed. If the conflict concerns duties or events not listed in the order of precedence, cadets will contact their AOC for guidance. Cadets will schedule appointments and other activities to avoid conflicts if possible.

1.2.3. A cadet will accomplish the activity with the higher precedence before performing another scheduled duty unless suitable arrangements have been made with the instructor or program director of the activity of higher precedence.

1.2.4. Cadets will attend all formations and be present for duty unless proper authority according to this instruction and the applicable AFCWI authorizes their absence.

1.2.5. Intercollegiate teams participating in varsity or junior varsity competition on training weekends will be excused from military training preparation and from military training (SAMIs, IRIs, parades, field exercises) from 12 hours prior to the competition to 12 hours after sign in from the competition. All approved intercollegiate contests, primary season scheduled intercollegiate practices, and SCA-approved contests for competitive limited on-season (LOS) clubs take precedence over Saturday training.

1.2.6. Cadets who participate in authorized activities or duty away from the Academy or in the cadet area will resume normal schedule of calls when they complete that activity or duty. Cadets who return prior to taps will sign in and resume attending mandatory activities upon release from night call to quarters, unless crew rest for flying programs is required. Cadets who return after taps will sign in and resume attending mandatory activities not later than 7½ hours after their return. They are not excused from graded reviews, quizzes, speeches, class attendance, etc., after the 7½-hour period.

1.2.7. Requests for excusal from activities that are managed by a single-mission element may be approved by the USAFA Scheduling Committee representative from that mission element with the AOC's concurrence, provided the excused cadets remain on the Academy. Requests involving cadets from more than one squadron must be coordinated with all concerned AOCs.

1.2.8. The following restrictions apply to all requests for excusal from all academic, military, and athletic classes and training:

1.2.8.1. Cadets excused from class or training will obtain approval from the appropriate instructor, AOC, and coach prior to the anticipated absence. Cadets are responsible for all material covered during their absence. Instructors may require cadets to make up all graded reviews, graded recitations, laboratory periods, and military training missed. If cadets have prior knowledge of the forthcoming absence, they will turn in all homework before departure or make suitable arrangements with their instructors. If absent from a graded review, a makeup will be scheduled with their instructor and be taken prior to their departure, if possible, or within 24 hours of return, based on department guidelines. Cadets traveling on an intercollegiate trip may have team officer representatives coordinate with academic instructors to give a graded review on a trip.

1.2.8.2. Cadets with excusals beginning during a normally scheduled academic, military, athletic class, or training period will attend as much of the period as possible. They may leave class at the appointed excusal time after obtaining permission from the instructor. At the instructor's discretion, these cadets will be considered to have been present for purposes of the Cadet Accountability System (CAS).

1.2.8.3. Cadets having appointments or excusals that end with 15 minutes or more remaining in the period will report to scheduled class for the remainder of the period. At the instructor's discretion, these cadets will be considered to have been present for purposes of CAS.

1.2.8.4. Cadets scheduled for duty trips (intercollegiate athletics, training flight missions, etc.) are responsible for lessons assigned during their planned absence. If the trip is canceled, curtailed, or delayed, cadets concerned will attend all scheduled duties.

1.3. Procedures for Obtaining USAFA Scheduling Committee Coordination:

1.3.1. Forward USAFA Form 17 at least 14 days before the desired date of excusal to 34 LS/LGPC. All late submissions require justification.

1.3.2. Requests must be forwarded through the appropriate chain of command and cannot be reviewed by the USAFA Scheduling Committee unless all required information is provided. If the request is for an organized recreational or extracurricular club, team, association, committee, etc., it must be routed through the appropriate staff coordinator in accordance with this instruction and coordinated with Extracurricular Activities/Sponsor Program (34 SVS/SVCR) before being sent to 34 LS/LGPC. Chapel activities (retreats, choirs, trips, etc.) must be coordinated with the Cadet Chaplain's Office (HQ USAFA/HCX) before being sent to 34 LS/LGPC. Course-related trips must be coordinated through the DF Department Head and DFR or 34 EDG. For cadet personal requests, the USAFA Form 17 must be routed through the SQ AOC; Group AOC; and Scheduling Flight Commander (34 TRS/DOS) before being forwarded to 34 LS/LGPC.

1.3.3. The request must indicate the departure time from USAFA, the final destination, and the time of return to USAFA in the excusal request. A detailed itinerary and mode of transportation must be included. The itinerary and excusal times must be planned thoroughly.

1.3.4. The start and end of class periods, common graded reviews, ACQ, and taps must be considered when requesting excusal time. Review requests for possible realignment to these times. Cadets will minimize absences from duty.

1.3.5. A full explanation of the purpose of the request to include the time and date of the planned events, whether any cadets participating are on any type of probation, classes or training missed, semester/cum grade point average (GPA), semester/cum military performance average (MPA), coordination with instructors, and etc., should be included.

1.3.6. A list of all cadets affected by each excusal action must be forwarded to 34 LS/LGPC at least 14 calendar days before the effective date of the excusal.

1.3.7. The signature of the requester or officer-in-charge (OIC) on the USAFA Form 17 will verify that cadets have been properly screened for eligibility according to paragraph 1.4.

1.3.8. It is the responsibility of the requester or event OIC to prepare and process temporary duty orders, if required.

1.3.9. Cadets must plan well in advance when requesting excusals involving the use of airline reduced fares and must have USAFA Scheduling Committee action before airline tickets can be purchased. Excusals are based on mission requirements, not reduced airfare.

1.3.10. In the event of an urgent request that must be considered between meetings, the requesting agency will hand-carry a USAFA Form 17 to 34 LS/LGPC for a telephone vote. In this situation, 34 LS/LGPC will function as a central coordinator and poll all the members of the committee to reach a decision. The 34 LS/LGPC will notify the requester of the decision. Phone votes will not be conducted for late or routine requests.

1.3.11. A copy of the request will be returned to the requesting agency annotated with the committee's action and any stipulations.

1.3.12. A semester schedule of events for airmanship training, cadet clubs, chapel events, etc., must be submitted on USAFA Form 17-1, **Club/Activity Schedule**, along with USAFA Form 17.

1.4. USAFA Scheduling Committee General Guidance and Policies:

1.4.1. The USAFA Scheduling Committee should be notified of any major events where maximum cadet participation is desired as soon as the requirement is identified in order to check the calendar for conflicting activities.

1.4.2. An AOC may deny excused status to any cadet in his or her squadron when, in the AOC's judgment, circumstances warrant (except for intercollegiate absences, evening lectures, and academic field trips approved by the USAFA Scheduling Committee). When an AOC denies excused status to a cadet, the AOC will notify and receive concurrence from the event mission-element representative, instructor, or OIC. Once a request has been coordinated through the USAFA Scheduling Committee and other mission elements have placed stipulations, i.e., no probations, no cadets with punishments, no fourth class, etc., the AOC cannot override these conditions. AOCs may appeal directly to the mission element that placed the restriction on the request.

1.4.3. Personal requests to attend weddings, graduation, retirements, family reunions, court appearances, etc., will be reviewed and recommendation made based on duty missed along with the cadet's standing.

1.4.4. Cadets must possess the following minimum GPAs, semester or cumulative, in order to qualify for excusal unless otherwise authorized by HQ USAFA/DF: 1 academic day - 2.0; up to 2 academic days - 2.50; up to 3 academic days - 2.75. Cadet MPAs and PEAs are also considered by the USAFA Scheduling Committee. Any request for over 3 days will be addressed on an individual basis.

1.4.5. Cadets on any type of probation will not usually be excused from duty activities.

1.4.6. Extracurricular activities will not meet during scheduled academic, military, athletic classes, training, or during ACQ.

1.4.7. During the fall semester, academically at risk fourth-class cadets are not eligible to participate in any activities outside the academic and military curriculum except for one intercollegiate sport. During the spring semester, these cadets may not participate in activities if they have a cumulative GPA of less than 2.25. Requests for excusals for academically at risk cadets in the spring will be reviewed on a case-by-case basis only if they have a fall semester GPA of 2.5 or better.

1.4.8. Requests for personal excusals are reviewed on an individual basis. There will be no constraints because of class status. Fourth-class cadet excusals are reviewed to minimize class absences, especially before the fall midterm progress report.

1.4.9. All cadets are authorized one religious retreat pass per semester, and fourth-class cadets are allowed to take one before the fall midterm progress report. Religious retreats are voluntary, on a personal basis, and are for rest and renewal. Religious retreats begin LMD on Fridays and end by ACQ on Sundays and will normally be scheduled on Blue Weekends.

1.4.10. Cadets (except for academically at risk cadets) who are granted LOS status for a club or activity may participate in these functions during the season they are granted this status (Drum & Bugle Corps, Honor Guard, etc.). Fourth-class cadets (except academically at risk cadets) granted LOS status may participate in these activities before publication of the fall semester midterm progress report. These restrictions do not apply to academically at risk fourth-class intercollegiate athletes.

1.4.11. Fourth-class cadets may not participate on trips for any club or activity not granted LOS status until after publication of the fall semester midterm progress report (this would include squadron-sponsor trips, aviation-incentive flights, club trips, choir trips, and etc.).

1.4.12. Cadets participating on approved trips for cadet clubs or activities must meet the GPA requirements in paragraph 1.4.4. as well as the following criteria. (These constraints do not apply to intercollegiate sports.)

1.4.12.1. Cadets on any type of probation are not authorized trips. Cadets may maintain membership only in clubs or activities but cannot participate. Cadets on honor probation may be authorized trips only with 34 TRW/CV approval for purposes in accordance with their honor probation development plan.

1.4.12.2. Cadets are authorized one squadron-sponsor visit per academic year. AOCs will ensure cadets participating with squadron-sponsor trips meet minimum GPA requirements stated in paragraph 1.4.4. Maximum absence from classes for a squadron-sponsor visit will be 1½- academic days.

1.4.13. LOS clubs may, with Scheduling Committee approval, miss up to 6 days per semester. Anything beyond will be reviewed on a case-by-case basis.

1.4.14. Requests for activities to be held during any military training time (including M-5) must be submitted through 34 TRS/DOS for coordination before submitting to the USAFA Scheduling Committee. Requests must be submitted to 34 TRS/DOS prior to 1 May for inclusion in the Cadet Wing Training Calendar.

1.4.15. The only approved Grass Roots program will be conducted during the Thanksgiving holiday, with cadets approved for departure LMD on Friday prior to Thanksgiving, or LMD Saturday if home football game, and return at 1900 the Sunday after Thanksgiving. Cadets who volunteer and are approved to participate in this program must accomplish the following requirements:

1.4.15.1. All Scheduling Committee guidelines and conditions must be met, must have AOC approval, and Admissions Liaison Regional Director (HQ USAFA/RRPR) approval.

1.4.15.2. Cadet must possess a cumulative GPA of 2.8 or higher, and a cumulative MPA of 2.75 or higher, and not be on any type of probation.

1.4.15.3. Grass Roots visits cannot be made in conjunction with any other trip (squadron-sponsor, club trip, etc.).

1.4.15.4. Fourth-class cadets are not allowed to participate in the Grass Roots program.

1.5. Course Absences:

1.5.1. Cadets participating in the following activities are authorized excusals as indicated:

1.5.1.1. Football Contingent. During the fall semester, members of the following support organizations, as indicated by primary season status or by the appropriate football game operations plan as applicable are, with Scheduling Committee approval, authorized absences to participate in away football games:

1.5.1.2. Drum and Bugle Corps.

1.5.1.3. Cheerleaders.

1.5.1.4. Statisticians.

1.5.1.5. Falconers.

1.6. Intercollegiate Athletic Authorizations:

1.6.1. The primary season (i.e., practice and competition) for a particular sport is the approximate 4 months during the academic year that represents the most crucial training period for each sport. A list of each sport's primary season start and stop dates will be provided to the 34 TRG/CC by HQ USAFA/AH at the beginning of each academic year.

1.6.2. The secondary season (i.e., practice and competition) for a particular sport is the approximate 4 months of the remaining academic-year. A list of each sport's secondary season start and stop dates will be provided to the 34 TRG/CC by HQ USAFA/AH at the beginning of each academic-year.

1.6.3. HQ USAFA/AH will submit intercollegiate schedules to the USAFA Scheduling Committee in accordance with the excusal limits shown in [Attachment 3](#), or as agreed to by 34 TRW, HQ USAFA/AH, HQ USAFA/DF, and coordinated through the USAFA Scheduling Committee and the guidelines given below:

1.6.4. When an athletic squad must be excused during academic-instruction hours or Friday/Saturday training, cadets will attend as many periods of instruction as possible. A Season Schedule is submitted on USAFA Form 17-2, *Athletic Schedule*, and when approved, no further action is necessary except to submit amendments as soon as possible to the USAFA Scheduling Committee for approval.

1.6.5. Use the following excusal times as a guideline for all varsity sports:

1.6.5.1. Home Contest. Excused 4½ hours before the contest or as agreed to by 34 TRW/CC, HQ USAFA/AH, HQ USAFA/DF, and coordinated with the USAFA Scheduling Committee.

1.6.5.2. Local Area Contest. Excused in time to arrive at the game site at least 2 hours before contest time.

1.6.5.3. Away Contest. Excused in time to arrive at the contest site at least 18 hours before contest time, except Varsity Football that is excused to arrive at the game site in sufficient time before the contest in order to survey the stadium and practice under actual game-time conditions.

1.6.5.4. Championship Contest. Excused in time to arrive at the contest site at least 30 hours before contest time or in sufficient time to complete one practice.

1.6.6. Determine return times by distance and mode of travel. Upon completion of any contest, cadets will revert to limitations prescribed in paragraph 1.2.5. of this instruction.

1.6.6.1. Home contest excusals will terminate at the completion of the scheduled event.

1.6.6.2. Away contest excusals terminate on arrival at USAFA and the team is released by coach.

1.6.7. All approved intercollegiate contests and primary season practices take precedence over Saturday training.

Chapter 2

CADET ESCORTS

2.1. Who May Approve Cadet Escorts. Approval for cadet escorts is solely for groups that provide a direct benefit to the cadet wing. Exceptions to this procedure may be made by the USAFA Scheduling Committee. A USAFA Form 17 requesting cadet escorts and cadet panel members must be approved by the USAFA Scheduling Committee at least 2 weeks before the date of duty. If the USAFA Scheduling Committee approves the escort request, 34 LS/LGPC notifies and provides instructions to the Cadet Group Executive Officer. These instructions contain number of cadets needed, times and dates, location, special instructions, uniform, etc. 34 LS/LGPC provides names of the cadet escorts to the requester 2 days before the duty, if time allows. Requests for escorts that are not by name are filled using the Escort Flight using a ratio of one cadet to three visitors. For by-name requests, the requester ensures all elements of paragraph 2.1. are met.

2.2. Escorts:

- 2.2.1. Fourth-class cadets are not permitted to escort until after Recognition Training, except for by-name requests specified in paragraph 2.1. and with AOC approval.
- 2.2.2. First-class cadets are relieved from escorting after Recognition Training unless requested by name.
- 2.2.3. Cadets on any type of probation cannot escort.
- 2.2.4. Playing season intercollegiate athletes are not permitted to escort.
- 2.2.5. Cadets with limited on-season status are excused from escort duty during the season they are granted this status.
- 2.2.6. The USAFA Scheduling Committee may impose other constraints depending on the nature of the request (e.g., cadets cannot miss intramurals).
- 2.2.7. Cadets will not miss scheduled class or training to perform an escort duty.
- 2.2.8. USAFA agencies requesting by-name cadet escorts and panel members for Educator visits, Congressional Staffer Visits, and Admissions Liaison Officer training must provide cadet names to 34 LS/LGPC 14 days before the event. This lead-time is necessary in order to notify cadets of escort requirements.
- 2.2.9. When asking for escorts by name, requesting agencies will screen the list and ensure cadets are eligible before submitting requests to 34 LS/LGPC. When requesting cadets to escort visitors to class, requesting agencies will screen the list to make sure requested cadets have classes scheduled during time of the visit.

2.3. Cadet Escort Attendance Procedures:

- 2.3.1. Cadets will report at the time and location indicated on the notification memorandum. Cadets will notify their instructors before bringing a visitor to class.
- 2.3.2. Escort duty, which is termed "voluntary," becomes a mandatory duty requirement once the cadet accepts the escort duty.

2.3.3. If a cadet needs excusal from escort duty, the Squadron Executive Officer, or designated escort cadet-in-charge (CIC), must be notified at least 48 hours before the date of duty.

2.4. Responsibilities of the Cadet Group Executive Officer (Escort CIC):

2.4.1. Each Group Escort CIC ensures the Escort Duty Notification Memorandums are passed on to the designated squadron personnel. Working through the cadet chain of command, the squadron personnel notifies cadets of duty a minimum of 1-week prior to the scheduled day.

2.4.2. Squadron personnel notify Group Escort CIC of who will and who cannot perform the duty. The Group CIC forwards this information to 34 LS/LGPC.

2.4.3. Substitutions for by-name requests are not allowed unless the squadron has been given a list of alternates.

Chapter 3

CADET PHYSIOLOGICAL TRAINING PROGRAM

3.1. Who Must Participate. Physiological training is mandatory for all third-class cadets. It takes precedence over all other scheduled activities (choir trips, squadron-sponsor trips, etc.). It is a requirement for Airmanship, Aviation, and Summer Programs participation (specifically Operation Air Force).

3.1.1. Responsibilities:

3.1.1.1. Cadet Scheduling.

- 3.1.1.1.1. Coordinates dates of training with Peterson Air Force Base.
- 3.1.1.1.2. Coordinates bus and meal arrangements.
- 3.1.1.1.3. Provides written instructions to the Cadet Wing Training Officer, which will be given to the cadet appointed as CIC for each trip.
- 3.1.1.1.4. Updates medical status when notified by Peterson AFB that training is complete.
- 3.1.1.1.5. Provides listings to 34 TRG/CC and 34 TRS/OPS showing number of cadets that have completed training.

3.1.2. 10 AMS/SGPF:

- 3.1.2.1. Via e-mail, provides Cadet Wing Training Officer with medical clearance form to be completed by each cadet scheduled for training.
- 3.1.2.2. Via e-mail, provides final list of cadets who have successfully completed the medical “clearance” as well as names of cadets who did not “clear” to the Cadet Wing Training Officer, 34 LS/LGPC, and 34 TRS/OPS.

3.1.3. 34 TRG/CC and 34 TRS/OPS:

- 3.1.3.1. Schedules squadrons for training dates through wing and group staffs and provides written instructions for training. Intercollegiate athletes will be scheduled during their secondary season so training does not conflict with primary season competition and practice.
- 3.1.3.2. One-week before training date, Cadet Wing Training Officer provides the Cadet Clinic, 34 TRS/OPS, 34 TRG/CC, and applicable AOCs with a list of cadets who are scheduled to be medically cleared.
- 3.1.3.3. Cadet Wing Training Officer provides an e-mail copy of the medical clearance form to each cadet scheduled for training. Copy must reach cadets not later than 2 duty days prior to ensure ample time for form to be completed and returned to the clinic as follows: Cadets attending training on Tuesdays must complete form and return to the clinic on Mondays between 0700-0800. Cadets attending training on Thursdays must complete form and return to the clinic on Tuesdays between 0700-0800.
- 3.1.3.4. Appoints and briefs cadet selected to act as CIC for the trip.
- 3.1.3.5. The day prior to the scheduled training the Cadet Wing Training Officer notifies each cadet and their AOC as to medical clearance status.
- 3.1.3.6. Follows up on cadets who do not complete training.

3.1.3.7. Tracks number of cadets having completed training for Summer Program scheduling.

3.1.3.8. Coordinates training dates through HQ USAFA/AH so minimum impact is felt by inter-collegiate and athletic commitments.

3.1.4. Cadets:

3.1.4.1. Follow instructions provided by 34 TRG/CC and 34 TRS/OPS via the Cadet Wing Training Officer.

3.1.4.2. Follow procedures established for medically clearing the Cadet Clinic.

3.1.4.3. Will not be rescheduled due to an academic failure.

3.1.4.4. Will not be rescheduled due to an absence unless prior approval from the Clinic or 34 TRS/OPS is obtained.

3.1.5. CIC. CIC will be given instructions by Cadet Wing Training Officer prior to departing USAFA.

Chapter 4

NONACADEMIC APPOINTMENTS AND SICK CALL

4.1. Nonacademic Appointments. Uniform fittings, routine medical and dental appointments, etc., are mandatory duties and are scheduled during free periods during the academic day. Flight and graduation physicals and the fourth-class visual exams may be scheduled during the academic time.

4.1.1. If a conflict occurs, call the agency with which you have an appointment to reschedule the appointment during a free period. Under no circumstances will cadets intentionally make appointments that are in conflict with any classes or duties, including Physical Education classes.

4.1.2. If an appointment conflicts with another appointment or duty, cadets follow the order of precedence listed in [Attachment 2](#).

4.2. Sick Call. Cadets may be excused from classes or other duties because of ill health or injury. Only physicians, physician's assistants (PA), nurse practitioners, or dentists may grant medical excusals. If a medical excusal is granted, it is effective only from the time that the cadet reports to the clinic and is examined by a physician, PA, nurse practitioner, or dentist. Cadets may not be excused from a class or other duty retroactively. Cadets who desire medical or dental attention should schedule an appointment during a free period or report to sick call before the start of a class or duty activity.

4.3. Forms Prescribed. USAFA Form 17, **Request for Scheduling Committee Action**; USAFA Form 17-1, **Club/Activity Schedule**; and USAFA Form 17-2, **Athletic Schedule**.

STEPHEN R. LORENZ, Brig Gen, USAF
Commandant of Cadets

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

Abbreviations and Acronyms

ACQ—Academic Call to Quarters

AFCWI—Air Force Cadet Wing Instruction

AOC—Air Officer Commanding

CAS—Cadet Accountability System

CIC—Cadet-In-Charge

GPA—Grade Point Average

LMD—Last Military Duty

LOS—Limited-On-Season

MPA—Military Performance Average

OIC—Officer-In-Charge

PEA—Physical Education Average

Terms

Academic Permit—Authorizes cadets to attend evening lectures related to specific courses. Academic permits will be conducted on Tuesday, Wednesday, or Thursday evenings during the period 1910-2000 and must be prepared in accordance with Faculty Operating Instructions. Academic permits will be approved by HQ USAFA/DFR before being submitted to the USAFA Scheduling Committee. If an academic permit is approved for a Monday evening, Chaplains' activities will always take precedence. Intercollegiate contests take precedence over evening lectures. Academic permits will be published in the Cadet Wing Weekly Schedule.

Activities Time—Time on the Cadet Wing Schedule of Calls when voluntary activities may be conducted. This is normally conducted after the last military duty (LMD) on Fridays until Academic Call to Quarters (ACQ) on Sundays.

Cadet Duties and Time—Includes academic, scheduled, discretionary, military, athletic, and activities, each managed by a mission element. The mission-element representatives and the cadet duty activity over which they have authority are:

HQ USAFA/DFR - Academic time including the six academic periods on M-Day (all but M-5) and the seven academic periods on T-Day, the common graded review periods, final examination periods and study days, ACQ period each evening prior to an academic day, evening lectures, and other activities sponsored by HQ USAFA/DF during ACQ.

34 EDG/CC - Military Art and Science, Aviation classes.

34 TRG/CC - Military business and wing activities, inspections, parades, training weekends, Cadet Professional Military Education (including M-5 period), and other military duties and formations.

34 OG/CC - All airmanship and flying activities and operational orientation tours.

HQ USAFA/AH - Intercollegiate athletic practices and contests, intramural practices and contests, physical education classes, physical fitness testing, aerobics fitness testing, and reconditioning.

34 TRW/CC Time—Time during M-5 which is set aside for Cadet Professional Military Education, AOC, and squadron time. It will also be used for honor reviews and parades when indicated on the Professional Military Development Program Schedule and the Cadet Wing Weekly Schedule. Activities held during M-5 taking precedence over flying should be coordinated through 34 OG in advance. Commandant's time also includes military business as specified in the Cadet Wing Schedule of Calls and the Cadet Wing Weekly Schedule.

Course Absence—An absence from one regularly scheduled meeting of a course that appears on a cadet's academic schedule. Absence from both periods of a double period course counts as only one course absence. Absence during an unscheduled academic period is not a course absence.

Discretionary Time—The time Monday through Thursday on off intramural days, following seventh period classes, until ACQ is reserved for use by the individual cadets within limits established in AFCWIs. No mandatory activities will be scheduled without the approval of the USAFA Scheduling Committee. The only exceptions to this criteria are intercollegiate athletics practices, reconditioning for cadets on Athletic Probation, off intramural drill practices for the cadet wing, and squadron activities time.

Trip—Activities conducted off the Academy (unless authorized by pass or privilege) regardless of the time or number of days involved, require coordination through the USAFA Scheduling Committee.

Attachment 2**ORDER OF PRECEDENCE**

A2.1. Appointment with the Superintendent, Commandant, Dean of the Faculty, or the Director of Athletics.

A2.2. Courts-martial or appointment with a board of officers convened under AFI 51-602, *Board of Officers*, AFI 90-301, *Inspector General Complaints*, or Hearing Officer under AFI 36-2020, *Disenrollment of United States Air Force Academy Cadets*.

A2.3. Honor Board jury duty.

A2.4. Appointment to appear before the Military Review Committee, the Academic Review Committee, the Physical Education Review Committee, or the Summer Training Review Committee.

A2.5. Appointment with the Vice Commandant of Cadets, Vice Dean of the Faculty, or Vice Athletic Director.

A2.6. Appointment with a Department Head, 34 TRG Commander, or the Director of Center for Character Development.

A2.7. Appointment with Cadet Military Counsel (Defense Counsel, JAG).

A2.8. Appointment with a Group AOC or, in exceptional cases, those appointments specifically directed by the squadron AOC.

A2.9. Meeting of Honor Representatives (meetings will normally be held during release from quarters but, in exceptional cases, a meeting at any time may be authorized by the Commandant of Cadets).

A2.10. Appointment to take a make-up final exam.

A2.11. Physiological training for third-class cadets takes precedence over all other scheduled activities (See [Chapter 3](#)).

A2.12. Scheduled common-graded review (GR).

A2.13. Regularly scheduled Physical Fitness Test (PFT).

A2.14. Varsity or Junior Varsity scheduled intercollegiate practice or competition. Primary season scheduled intercollegiate practice or competition and secondary season competitions take precedence over Saturday wing-wide military training and formations (i.e., Silver Weekends). Primary and secondary season scheduled intercollegiate practice and competitions take precedence over Saturday directed cadet group or squadron military training and formations (i.e., Blue Weekends). Weekly scheduled intercollegiate practice or competition during primary and secondary seasons (Monday-Friday, 1430-1850 per the

Schedule of Calls) takes precedence over regularly scheduled military training and formations during this time.

A2.15. Scheduled flight missions for soaring and aviation.

A2.16. Graded review (GR) in academic, aviation or military art and science courses (cadets serving CCQ or USAFA Command Center duty will find a substitute during the period the GR is administered).

A2.17. Medical and dental appointments (including graduation physicals) scheduled for the cadet by 34 LS/LGPC or by 10 MDG/CC.

A2.18. USAFA Command Center, Arnold Hall Duty Station, or Group/Wing Cadet-in-Charge of Quarters duty.

A2.19. Regularly scheduled academic, professional military studies, navigation, aviation science, airmanship or physical education classes (academic permits will take precedence during events held from 1900-1950 during the Academic Week), and regularly scheduled military training and formations.

A2.20. Limited On-season Representative Cadet Activity practice or participation. (Cadets in good standing only as defined in applicable AFCWI.)

A2.21. Scheduled intramurals.

A2.22. Reconditioning training (RECONDO).

A2.23. Appointment to take a make-up graded review.

A2.24. Directed squadron, group, and wing military training and formations (nonscheduled).

A2.25. Concerning punishments, other duties (except extracurricular activities) take precedence over the serving of punishments unless specifically excepted by the AOC.

A2.26. Routine medical or dental appointments made by the cadet.

A2.27. Attendance at extra instruction (EI) will take precedence over all extracurricular activities. Procedures for excusal from intramurals, military training, or intercollegiate practice in order to attend EI are contained in applicable USAFA Instruction.

A2.28. Appointment with a chaplain.

A2.29. Appointment with academic, military, or physical education instructors or staff members.

A2.30. Chapel programs (i.e., choir rehearsals, denominational activities, religious council meetings, Fellowship of Christian Athlete meetings, etc.).

A2.31. Meetings related to cadet training programs (i.e., safety, trip contingency briefings, escort duty, summer training programs, driver's training, airmanship, special projects, finance, etc.).

A2.32. Meetings of organized extracurricular activities as listed in applicable USAFA Instruction.

Attachment 3

**AUTHORIZED ACADEMIC EXCUSAL TIME
FOR INTERCOLLEGIATE ATHLETICS**

| ACADEMIC EXCUSAL TIMES (PRIMARY SEASON VARSITY TEAMS) | |
|--|---|
| CATEGORY/SPORT | AUTHORIZED EXCUSAL |
| *NON-WAC MEN | |
| Fencing | 8 days plus Conference and NCAA Qualifying/Championship competition (Hockey 10 days) |
| Gymnastics | |
| Hockey | |
| Lacrosse | |
| Rifle (Men and Women) | |
| Water Polo | |
| *NON-WAC WOMEN | |
| Gymnastics | 8 days plus Conference and NCAA Qualifying/Championship competi- tion |
| Fencing | |
| *WAC MEN | |
| Cross Country | *8 days plus WAC and NCAA Qualifying/ Championship competition Golf and Tennis, 14 days split on season, 7 days in fall and 7 days in spring |
| Golf | |
| Indoor Track | |
| Outdoor Track | |
| Swimming | |
| Soccer | |
| Tennis | |
| Wrestling | |

| ACADEMIC EXCUSAL TIMES (PRIMARY SEASON VARSITY TEAMS) | |
|--|--|
| CATEGORY/SPORT | AUTHORIZED EXCUSAL |
| *WAC WOMEN | |
| Basketball | *8 days plus WAC and NCAA Qualifying/ Championship competition. Tennis, 10 days split on season, 4 days in fall and 6 days in spring |
| Tennis | |
| Soccer | |
| Volleyball | |
| Cross Country | |
| Indoor track | |
| Out Door Track | |
| Swimming | |
| *WAC SCHEDULED MEN AND WOMEN | |
| Basketball | 10 days plus Conference and NCAA Qualifying/Championship/ football post season competition |
| Baseball | |
| Football | |
| Volleyball | |
| ACADEMIC EXCUSAL TIMES (NOT INCLUDING PRIMARY SEASON VARSITY TEAMS) | |
| | |
| SPORTS SEASON AND TEAM | NUMBER OF DAYS |
| | |
| FALL | |
| Primary Season Junior Varsity Team | 3 |
| Primary Season Varsity Reserve Football Team | 4 |
| Spring Sports | 2 |
| Winter Sports | 1 |
| WINTER | |
| Primary Season Junior Varsity Team | 3 |
| SPRING | |
| Primary Season Junior Varsity Team | 3 |
| Fall Sports | 2 |
| Winter Sports | 1 |

* Becomes MWC effective 1 July 1999.

NOTE:

Athletes competing in contests are excused from academic classes not to exceed the total number of days as shown. For example, a spring Primary Season Varsity Team is authorized to miss up to 8 total days or 48 total class periods (6 periods a day), not to include conference and NCAA qualifying and championship competition. Authorization to exceed the total number of days must be approved by the USAFA Scheduling Committee. If a coach decides to count the team excusal by monitoring each athlete's actual classes or days missed, the coach is responsible to ensure no athlete exceeds total number of days authorized.